

# Final Notice of Disciplinary Action (31-B)

## DEPARTMENT OF PERSONNEL - STATE OF NEW JERSEY

**INSTRUCTIONS:** This notice must be served on a permanent employee or an employee serving a working test period in the career service after a hearing if one of the following types of disciplinary action is taken: (a) suspension or fine for more than five working days at any one time; (b) suspension or fine for five working days or less where the aggregate number of days suspended or fined in any one calendar year is 15 working days or more; (c) the last suspension or fine where an employee receives more than three suspensions or fines of five working days or less in a calendar year; (d) disciplinary demotion from a title in which the employee has permanent status or received a regular appointment; (e) removal; or (f) resignation not in good standing. If the employee does not request or does not appear at the hearing, this notice must be served as the final action. A copy of this notice must be sent to the Department of Personnel and served on the employee by personal service or certified or registered mail.

<b>FROM:</b>	JURISDICTION (Local Service)		DEPARTMENT	
	DIVISION, INSTITUTION OR AGENCY	STATE PAYROLL NUMBER	ADDRESS	DATE
<b>TO:</b>	NAME OF EMPLOYEE		TITLE	SOCIAL SECURITY NUMBER
	STREET		CITY AND STATE	

1. On \_\_\_\_\_ you were served with a Preliminary Notice of Disciplinary Action (DPF-31A) and notified of the pending disciplinary action.

☐ You requested a hearing which was held on \_\_\_\_\_

☐ You did not request a hearing.

☐ You requested a hearing and did not appear at the designated time and place.

The following charge(s) was dismissed:

The following charge(s) was sustained:

☐ If checked, charges are continued on attached page

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2. The following disciplinary action has been taken against you:

☐ Suspension for \_\_\_\_\_ days, beginning \_\_\_\_\_ and ending \_\_\_\_\_

☐ Indefinite suspension pending criminal charges effective (date) \_\_\_\_\_

☐ Removal, effective (date) \_\_\_\_\_

☐ Demotion to position of \_\_\_\_\_ effective (date) \_\_\_\_\_

☐ Resignation not in good standing, effective (date) \_\_\_\_\_

☐ Fine \$ \_\_\_\_\_ which is equal to \_\_\_\_\_ days pay  
amount number

☐ Other disciplinary action: (explain on attached page)

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_  
(Appointing Authority or authorized agent)

<b>3. Method of Service</b> (Check One)	<input type="checkbox"/> <b>PERSONAL SERVICE</b>	EMPLOYEE SIGNATURE OR NAME OF SERVER	DATE SERVED
	<input type="checkbox"/> <b>CERTIFIED OR REGISTERED MAIL</b>	Give date of receipt by employee or agent as shown on return receipt postal card and the receipt number:	

**4. APPEAL PROCEDURE TO THE EMPLOYEE:** You have a right to appeal disciplinary actions: (a) suspension or fines of more than five days at one time; (b) suspensions or fines more than three times or for an aggregate of more than fifteen days in one calendar year; (c) disciplinary demotion; (d) removal or (e) resignation not in good standing. Your letter of appeal must be filed with the Merit System Board within 20 days of receipt of this form. Appeals must be sent to: **Merit System Board, 3 Station Plaza, 44 S. Clinton Avenue, PO Box 312, Trenton, N.J. 08625-0312.** Appeals must be sent directly to the Merit System Board. **Do not** give your appeal to your Personnel Office for forwarding to the Merit System Board.

**NOTICE:** Your health insurance coverage may be affected by this action; check with your Personnel Office.